

THREE VILLAGE CENTRAL SCHOOL DISTRICT  
STONY BROOK, NEW YORK

BOARD OF EDUCATION AGENDA MATERIALS

DATE OF BOARD MEETING: July 7, 2021

DATE SUBMITTED: July 1, 2021

OFFICE OF ORIGIN: Business Services

CATEGORY OF ITEM: Organizational Meeting

**TITLE: DESIGNATION OF AUTHORIZED SIGNATURES ON CHECKS 2021-2022**

Staff Recommendation:

Upon recommendation of the Superintendent of Schools, be it resolved that the District Treasurer be designated as the authorized signature on checks; in the absence of the District Treasurer, the Deputy District Treasurer be designated as the authorized signature on checks and further, that all checks in excess of \$15,000 except payroll checks, be co-signed by the Superintendent or, in his/her absence, the Superintendent's designee, the Assistant Superintendent for Educational Services for the 2021-2022 school year. The second signatory cannot be a direct supervisor of the first signatory, and the second signature must be an actual signature, not a computer generated signature.